Ateneo de Zamboanga University

**PURCHASING AND CUSTODIAL OFFICE**

**Local 1030-1033**

**TURN-OVER OF INVENTORY ITEMS**

**Date:**

**Name of Office:**

|  |  |
| --- | --- |
| **CATEGORY (Please check)** | **ELECTRONIC EQUIPMENT COMPUTER AND ACCESORY FURNITURE/FIXTURE OTHERS** |
| **NAME OF ITEM** |  |
| **NO. OF UNIT(S)** |  |
| **DESCRIPTION/MODEL** |  |
| **BRAND NAME** |  |
| **SERIAL NO.** |  |
| **REASON FOR TURN-OVER** |  |

|  |  |
| --- | --- |
| **TURNED-OVER BY:**  **Signature over printed name**    **Date**: **Local No.:** | **APPROVED BY:**  **DEPARTMENT/UNIT/OFFICE HEAD**  **Date**: **Local No.:** |

|  |  |
| --- | --- |
| ***FOR CITS OR PPO USE ONLY*** | |
| **RECOMMENDATION:**  **DISPOSE TURN-OVER TO PCO**  **REUSE/RECYCLE OTHER (specify):** | **REMARKS:**  **Inspected by (PPO/CITS):**  **Signature over printed name** |

\*All items, following assessment and recommendation by CITS or PPO must be turned-over to the

**PURCHASING AND CUSTODIAL OFFICE (PCO**) for final processing.

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| ***PCO ACKNOWLEDGEMENT*** |
| **Received by: Position: Date:**  **Signature over printed name** |
| **Noted by: CHRISTINE B. VELASQUEZ-CALUNOD Date:**  **PCO DIRECTOR** |

***REVISED 2024***

***Please file in triplicate copy***